

INFORMATION EXCHANGE

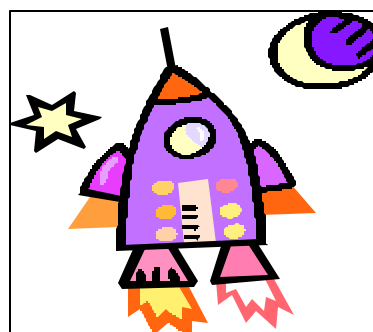
September 2005

Resources for Workforce Development Programs

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Call the Employment Training Network



And Watch Your Program Take Off!

Are you interested in taking your Workforce Investment Act program to new heights? The ETN has an array of services that can really get your program off the launching pad!

Our worldly consultants will descend upon your program, at your request, and provide technical assistance to your staff. (We will assist with fees and travel expenses!)

We can also help with travel expenses for you to blast off and visit another site to learn first hand about their culture.

Or, if it's resource materials you need, we will rocket our newest items from our lending library within 24 hours of your request. (See Page 6)

You don't need to search the universe for these great services - just call us at (916) 654-8896!



Capacity Building Unit Staff Development Training

The Capacity Building Unit (CBU) of the Employment Development Department (EDD) Workforce Investment Division provides staff development training and technical assistance to the workforce community at no cost to the requesting agency.

The CBU curriculum is focused on the Workforce Investment Act (WIA). Courses are listed in the CBU Catalogue located at: www.edd.ca.gov/wiarep/wiacat.htm. Please consult the Training Calendar at www.edd.ca.gov/wiarep/wiacal.htm for the most current schedule.

Highlighted below are three classes being offered by the CBU.

Are You Familiar With WIA Section 188?

If not, it's time to call for training! This one-day class (formerly two days) is designed to enhance customer service and the understanding of WIA's Section 188, Nondiscrimination and Equal Opportunities for Individuals with Disabilities in the One-Stop system.

The primary emphasis is to provide knowledge of disability issues; a basic understanding of federal and state laws for individuals with disabilities; and skills, techniques and resources to implement disability law as it applies to WIA's workforce development system.

Material covered in this class will enable participants to transfer skills and techniques to specific program and physical access situations and/or issues that may arise for individuals with disabilities in their One-Stop system. This workshop is designed for all recipients of WIA grant funds, including Equal Opportunity Officers, clerical staff, business service representatives, case managers, supervisors, managers, training providers, employers, and all other LWIA partners and staff.

For more information, call Kim Lucero at (916) 653-1666 or email klucero2@edd.ca.gov.

WIA Cost Allocation Planning for Subcontractors is a Big Hit!

Since this workshop was announced in April over 24 workshops have been conducted around the State.

Many of the attendees are saying that this workshop couldn't have come at better time, as many subcontractors are struggling with their cost allocation plans. With the State Monitors and Single Auditors looking closely at how costs are being allocated, this workshop is a must. Some Local Workforce Investment Boards have made this a mandatory workshop for all of their subcontractors. Now that the new fiscal year has started there are plenty of dates available in September and October.

Just review the course curriculum listed in the CBU Catalogue, then contact Don MacMillan at (916) 654-8308 to schedule a workshop in your area.

Case Management for Rookies

This is a one-day boot camp for the rookie case manager! Beginning October 2005, this new class targets the case manager with less than one year's experience. So plan to put on your fatigues and work boots because in addition to having some fun we will be wading into:

- What is Case Management;
- What are the responsibilities of a Case Manager;
- How to develop a positive relationship with a client;
- Assessment;
- Documentation;
- The Plan; and
- Resources.

For more information, call Joy Allender at (916) 654-8782 or email jallende@edd.ca.gov.

Training Opportunities

ETA Develops On-line Courses

The Department of Labor (DOL) Employment and Training Administration (ETA) website now offers a handy on-line course that helps describe three important areas of the Workforce Investment Act (WIA): Adults & Dislocated Workers, Older & Younger Youth, and Transitioning to Common Measures.

The free on-line tutorial describing the changes to the WIA Performance Measures that have taken effect as of July 1, 2005 can be found at www.spra.com/PEP/common_measures.shtml. It includes definitions, examples, exclusions, calculations and a final quiz that is graded on-line. In addition, the site includes audio and a PowerPoint presentation.

WIA professionals know that the common measures are an integral part of ETA's performance accountability system. The value of implementing common measures is the ability to describe in a similar manner the core purposes of the workforce system. Questions such as how many people found jobs, did people stay employed, and did their earnings increase are answered through common measures. Multiple sets of performance measures have burdened states and grantees as they are required to report performance outcomes based on varying definitions and methodologies.

This course provides a useful addition to the Training & Employment Guidance Letter (TEGL) No. 28-04 on Common Measures Policy. The twenty five page policy is based on the following:

- OMB developed performance measures for programs with similar goals;
- 31 Federal job training and employment programs in six agencies subject to common measures;
- Universal language to encourage increased integration of services.

The site was developed by Social Policy Research Associates and Public/Private Ventures as part of the WIA Performance Enhancement Project (PEP). The project is funded by the Employment and Training Administration of the U.S. Department of Labor.

DOL Offers WIA Nondiscrimination Provisions Training On-line

The Department of Labor recently developed an on-line training course which provides an overview of Section 188 of the Workforce Investment Act (WIA) and its implementing regulations.

Section 188 of the WIA contains the nondiscrimination and equal opportunity provisions. Lessons in this course will cover the following topics:

- Introduction to Section 188 of the Workforce Investment Act and its implementing regulations;
- Definitions relative to these regulations;
- Recordkeeping and other affirmative obligations; and
- Governor's responsibilities.

This on-line training course may be accessed by visiting section188.elearning.dol.gov.

Mark Your Calendars

Occidental College Alumni Association - Baby Boom Career Conference - A Holistic Approach to Career Transition

September 17, 2005 - Los Angeles, CA

www.seasonedpro.com

California Workforce Association (CWA) and Greg Newton and Associates - Developing Demand-Driven Workforce Systems in Rural Areas and Smaller Communities

September 20-21, 2005 - Visalia, CA

September 22-23, 2005 - Sacramento, CA

www.calworkforce.org

Larry Robbin and Associates - Job Search at the Speed of Light! How to Increase Job Search Motivation and Improve Job Search Skills

September 26, 2005 - Oakland, CA

For contact information: (510) 238-6137

2005 CalWORKs Partnership Summit - Building Bridges for California's Success

November 14-16, 2005 - San Francisco, CA

www.cce.csus.edu/cts/calworks05/

National Demonstration Project

Foothill WIB Receives Grant to Serve Foster Youth

The Foothill Workforce Investment Board (FWIB), partnering with Community Build, Inc. located in South Los Angeles and Casey Family Programs, was recently awarded a national demonstration grant to serve foster youth.

In October 2004, the Employment Development Department (EDD) and the California Department of Social Services applied for and received a Department of Labor grant to develop a pilot program in California to help youth aging out of foster care to become employed and self sufficient. In December 2004 EDD, in partnership with the Los Angeles County Department of Children and Family Services, announced the availability of up to \$800,000 to choose a service provider to operate this national demonstration project.

The applying organizations must have comprehensive experience providing services to foster youth or similar high-risk populations, and the ability to implement the project in the San Gabriel Valley and the South Los Angeles area. Approximately 20% of the children and youth in foster care in the

United States reside in California with over 30% (31,000) of that portion in Los Angeles County. High concentrations of these youth live in the San Gabriel Valley area and in South Los Angeles.

Between FWIB and Community Build, the grant will serve 100 youth. Youth eligible for the program are between the ages of 17 and 21 and are soon to transition out of the foster care system, or who have already transitioned but have not been successful in achieving self-sufficiency. Priority of services will go to those who are homeless, pregnant or teen parents, or on probation. Implementation of the program began on May 1, 2005 and ends June 30, 2006.

The California program may be used as a model for serving youth in foster care. California received one of only five grants awarded nationwide. The other grantees were Michigan, Texas, New York and Illinois.

For more information on this grant, please contact Dianne Russell at (626) 584-8381.

Disability Resources

Promising Practices Launched on NCWD/Youth Website

The National Collaborative on Workforce and Disability for Youth (NCWD/Youth) announces *Pro-Bank*, an on-line database of promising programs and practices in the workforce development system that effectively addresses the needs of youth with disabilities. *Pro-Bank* was established to:

- Provide easily accessible information about promising practices through a trusted resource;
- Supply information that can be used to improve products and services within your own programs; and
- Promote quality program services to youth with disabilities throughout the workforce development system.

Programs featured on this site fall into two categories--the first category highlights effective and promising practices derived from youth-focused pilot demonstration projects funded by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP). The second category showcases programs not funded by ODEP which are inclusive of youth with disabilities or which specifically serve youth with disabilities and which have a proven record of success. In this second category, the program's success was validated by one of the following outside sources:

- Recognized national or state award winner from Baldrige/Education, PEPNet, or similar recognition process;
- Screened by a federally-supported peer review panel (e.g. career-technical education, National Clearinghouse for Comprehensive School Reform);
- Results of a formal third party evaluation; or
- Published in a peer-reviewed journal

Pro-Bank currently has 19 profiles, six of which come from ODEP grantees. *Pro-Bank* is available at www.pro-bank.org.

Note: This article was obtained from the publication "Intersection: Navigating the Road to Work". For more information visit www.ncwd-youth.info.

Federal Government Disability-Related Website

Visit www.disabilityinfo.gov and you will find a user-friendly website that connects people with disabilities to the information and resources they need to pursue their personal and professional ambitions. This website provides information on topics such as civil rights, community life, employment, education, housing, and health.

South Bay Youth Program is *Fit for Gold*

In response to declining student test scores and alarming increases in cardiovascular disease and diabetes in children due to lack of exercise and poor nutrition, the South Bay Workforce Investment Board (South Bay WIB) launched the Fit for Gold Tutoring & Fitness Academy. Fit for Gold is designed for youth 8-18 years of age and their families to assist in the improvement of nutrition and physical fitness as well develop academically. Fit for Gold also links to the President's Fitness Challenge program.

The South Bay WIB partnered with more than 100 high schools and college students to serve, since its inception, over 2,700 elementary and middle school students in 24 after-school programs. This semester alone, over 1,500 elementary and middle school students are being served.

Also partnering was Gold's Gym of Hawthorne which donated trained fitness instructors' time as well as the equipment to train high school students to conduct fun, age-appropriate exercises in after-school programs for elementary school-age children. Once the high school students completed the training academy, they were considered Jr. Fitness Trainers and became "Cadets".

The Cadets complete 30 hours of pre-training before being assigned to an after-school program. Training included tutor and mentor training which was provided by Los Angeles County Office of Education/Friday Night Live; and nutrition and fitness training by Gold's Gym and the University of California Extension Five-A-Day Program. The Cadets also earn 5.0 credits per semester for their participation in the program. Cadets work two hours a day from 3:30 - 5:30 or about 80 hours per semester and are paid a stipend through the One-Stop Centers.

As an added bonus for the Cadets, UCLA student mentors from African American and Latino student associations provided Cadets with free workshops in college readiness and academic enrichment and assisted the Cadets with High School Exit Exam prep, test taking strategies and SAT prep.

Recently, another component has been added to the Fit for Gold Program. Three instructors from the U.S. Handball Association donated an entire day of their time and equipment at no cost to teach Cadets basic handball instructions. The U.S. Handball Association has volunteered to go to all the elementary school sites and oversee the instructions of the Cadets to the elementary school children, as well as donating the equipment

The next component to be added is "Larry's Learning Lab", named after Hawthorne Mayor Larry Guidi. This Computer Lab on Wheels or Comp bus is a mobile unit that will travel through low income neighborhoods making computer access available to students who do not have access, cannot afford a computer at home or would like to learn new software programs to enhance their educational experience. The instructors will be none other than the Fit for Gold Cadets. The use of the lab was a generous donation by All-City Computers because of a partnership with one of the South Bay WIB Board Members.

Through these collaborative efforts the Fit for Gold Program has been extremely successful and beneficial to the students and the community.

For more information on this innovative program please call (310) 970-7716.

Employer Assistance

Resource for Youth Employment Laws

Youth are looking to gain valuable experience in the world of work, not to mention earn a few bucks. Many employers are willing to give enterprising young people the opportunity to acquire new job skills. Did you know that the State of California Department of Industrial Relations lists the complete set of laws governing youth employment in their child labor law pamphlet? To obtain information on the employment of minors and many other related topics, visit the California Department of Industrial Relations website at www.dir.ca.gov/dlse/dlse-cl.htm.

Job Seeker Assistance

Guide for Dislocated Workers

"LMI Help for Dislocated Workers - Where to Get It, How to Present It" was written to help workforce development professionals to quickly pull together customized information for plant closures and layoff situations. The same information is just as helpful for other job seekers. The guide includes methods to identify suitable career change options, as well as templates that local workforce development staff can adapt to present occupational information to their clients. Visit www.calmis.ca.gov/file/occmisc/Model-Dislocated-Worker-Process.pdf.

Check It Out!

The resource materials listed below are available for loan from the ETN library. Please leave a message at (916) 654-8386 with your requests. Available items will be shipped within 24 hours of request. If an item is already checked out, you will be placed on a reserve list.

DRUG ABUSE

The Recovery Book, A Life-Saving Guide that Answers all the Questions and Concerns of Recovering Alcoholics and Addicts, Workman Publishing Company, Inc. (J2299)

The Addiction Workbook, A Step-by-Step Guide to Quitting Alcohol & Drugs, New Harbinger Publications, Inc. (J2301)

DISABLED

Resumes and Applications for People with Disabilities, Cambridge Educational (Video) (J2310-AV)

Job Search Tactics for People with Disabilities, Cambridge Educational (Video) (J2311-AV)

Job Interviewing for People with Disabilities, Cambridge Educational (Video) (J2312-AV)

COMMUNICATION SKILLS

The Art of Effective Communication, Communicate More Effectively On and Off the Job!, Revised Edition, JIST Works, Inc. (Video) (J2197-AV)



Practical Vocabulary, Impress Employers & Coworkers—Come Up with the Right Word Every Time!, Learning Express (J2313)

Effective Communication Skills, Essential Skills for Success in Work and Life, Second Edition, JIST Works, Inc. (J2314)

JOB SEARCH

Getting a Job Using Nontraditional Methods, JIST Works, Inc. (Video) (J2315-AV)

Getting a Job Using Traditional Methods, JIST Works, Inc. (Video) (J2316-AV)

America's Top Jobs for People Re-Entering the Workforce, 85 Opportunities for Jump-Starting Your Career, Impact Publications (J2317)

EX-OFFENDERS

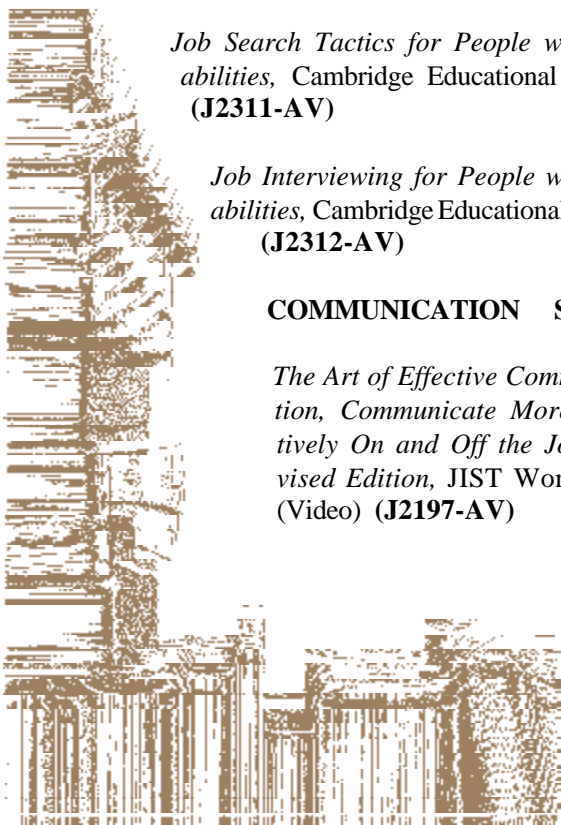
Being "Job-Ready", Identify Your Skills, Strengths, and Career Goals, JIST Publishing (J2318)

Keeping Your Job, Survive and Succeed in a New Job, JIST Publishing (J2319)

The Ex-Offender's Job Hunting Guide, 10 Steps to a New Life in the Work World, Impact Publications (J2320)

JOB RETENTION

Getting to Keep the Job You Find, JIST Works, Inc. (Video) (J2321-AV)



September 2005

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
5	6	7 <div>WIA Cost Allocation Planning Los Angeles- (213) 744-7140</div>	8 <div>WIA Fiscal Requirements Los Angeles- (213) 744-7140</div>	9
12	13	14	15	16
19	20 <div>WIA Cost Allocation Planning Ventura- (805) 652-7560</div>	21 <div>WIA Fiscal Requirements Ventura- (805) 652-7560</div>	22 <div>Silver Toolbox San Jose- (408) 928-1387</div>	23
	<div>CWA, Greg Newton & Associates-Developing Demand-Driven Workforce Systems in Rural Areas and Smaller Communities Visalia- www.calworkforce.org</div>		<div>CWA, Greg Newton & Associates-Developing Demand-Driven Workforce Systems in Rural Areas and Smaller Communities Sacramento- www.calworkforce.org</div>	
26 <div>Larry Robbin & Associates- Job Search at the Speed of Light! Oakland- (510) 238-6137</div>	27	28 <div>WIA Exit Strategies for Adults & Dislocated Workers Los Angeles- (213) 744-7140</div>	29	30

*Training in shaded boxes conducted by the Capacity Building Unit - www.edd.ca.gov/wiacal.htm

INFORMATION EXCHANGE

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THE EMPLOYMENT TRAINING NETWORK *Resources for Workforce Investment Act (WIA) Programs*

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The Employment Training Network is an information dissemination project which provides one-to-one consultations, staff workshops and resources exclusively for California's Workforce Investment Act (WIA) programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of areas. Local Workforce Investment Area (LWIA) staff may benefit from the following services:

- **consultant services** - to enhance staff's skills, knowledge, and motivation
- **program site visits** - staff reimbursement provided for travel expenses
- **resource library** - up-to-date books, manuals and videos in a multitude of topics on loan for three weeks
- **referrals** - to other employment and training programs
- **Information Exchange newsletter** - informative newsletter announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to LWIA staff members or contractors operating LWIA programs. ETN staff: Diane Coad, Project Manager and Janine Cota, Administrative Assistant. **WIA funded agencies may receive Employment Training Network services by calling (916) 654-8896.**

EDD is an equal opportunity employer/program.